

## North Grenville Public Library

Policy Type: **Services**

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Policy Title: **Children's Services**

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The North Grenville Public Library provides library service for children of all ages to assist in developing the full potential of each child. The Library endeavours to provide this service based on the principles stated in the ***Children's Rights in the Public Library***, adopted at the Ontario Library Association's Annual General Meeting, November 1998. (See Appendix A)

### Section 1: The Children's Area

The Library provides a warm and inviting atmosphere for children by:

1. Assigning an area specifically designated for children.
2. Provision of a specifically designed programming room separate from daily library service area
3. Having furniture, shelving and equipment which are accessible to children
4. Using displays of library materials, posters and other decorative elements that will engage children
5. Providing clear and legible signage for children and parents
6. Having easy access for strollers and wheelchairs

### Section 2: Staffing

The Library provides trained staff that has rapport with children by;

1. Employing qualified staff with library training/experience to oversee children's services
2. Identifying and pursuing an active program of ongoing staff training and professional development in children's services
3. Ensuring that staff involved in children's services receive training in children's services in order to provide knowledgeable library service.

### Section 4: Collections

The Library provides a wide range of materials in all formats and reading levels to fulfill the informational, cultural, learning and leisure needs of children by:

1. Having a collection development policy that ensures all the varied characteristics inherent in a children's collection are met. (***See Collections Policy 3.2.2***)
2. Evaluating and weeding the children's collection on an ongoing basis.
3. Organizing the children's collection for easy access with children's reading levels, interests and purposed in mind.

4. Ensuring that funds be made available to build a collection that is current, attractive and broad in scope.
5. Having a variety of formats that include audio books, eBooks, computer software and print collections that will interest and encourage children to read.
6. Providing materials that represent Canadian, multicultural and bilingual literature, traditional and popular literature and literature designed to serve special groups, keeping in mind the needs of all children in the community.
7. Purchasing materials that complement school curriculum.

#### **Section 4: Computer Literacy**

The Library provides children with the opportunity to learn and develop computer literacy skills by:

1. Providing computer literacy workstations that are specifically designed for children in terms of subject content and accessible language.
2. Providing children and their caregivers with instruction on the use of these computers as needed.

#### **Section 5: Intellectual Freedom**

The Library provides children with open access to information and facilities throughout the library by;

1. Providing library service for children with the same respect and consideration assured to all patrons.
2. Ensuring that library procedures support the Children's Services Policy
3. Ensuring that parents have access to policy statements regarding open access.
4. Giving children, from birth the right to have their own library card.
5. Having a library that is open during the times when children are available to visit and providing adequate staff for full library service for children.

#### **Section 6: Programming**

The Library provides programming for children, to stimulate the imagination, foster the joy of reading, support learning and encourage the use of library collections and resources. Some programs will be offered on a cost recovery or revenue generating basis. The Library will accomplish this by:

1. Providing a variety of programs to further the informational, cultural, learning and leisure interests for children of all ages.
2. Ensuring that funds are made available to support children's programs.
3. Ensuring that fair and equitable procedures are in place for program registration.
4. Cooperating with schools and other community agencies, both local and regional, in providing children's programs.

#### **Section 7: Reference and Reader's Advisory**

Library staff working with children connect the child with the materials they want or need by:

1. Employing the same knowledge and expertise assured to all library patrons.
2. Keeping in mind not only the interests or educational needs of the child, but the age, grade and the reading level of the child.
3. Ensuring a broad collection of material selected with children's needs in mind.
4. Including equal opportunities to reserve materials from within the library and through the provincial interlibrary loan resource-sharing network.
5. Offering free Internet access to children in accordance with established board policy (***See Public Computer Workstation Policy***)

### **Section 8: Community Outreach**

The Library communicates and cooperates with other community groups and organizations devoted to serving children by:

1. Actively pursuing partnerships with and continued cooperation with schools, the Early Years Centre and other community groups.
2. Providing library expertise and support for community groups and organizations serving children.

### **Section 9: Promotion**

The Library promotes library's services to children by;

1. Publicizing library programs and services for children on a regular basis using local media, in-house posters, the library's website and social media.
2. Producing publications related to children's services and programs as a regular and ongoing part of the library's publicity programs.

### **Section 10: Curriculum Support and Class Visits**

The Library supports the informational and leisure reading needs of school-age children by:

1. Supporting the school curriculum by purchasing materials that complement the curriculum
2. Inviting classes to the library for orientation and to acquaint students, teachers and informationists with its resources.
3. Offering special programs and events.

### **Section 11: Rights and Responsibilities of the Parent/Caregiver**

The Library expects parents to:

1. Monitor and guide the use of services and collections by their children.
2. Be responsible for borrowed materials incurred by their children.
3. Be responsible for the behaviour of their children in the library (***See Public Use of Library Facilities: Rules of Conduct (to be updated 2014)***)

4. Not to leave their children unattended in or about the library premises (*See Unattended Children in Library Policy*)

## **Appendix A**

### **Ontario Library Associations (OLA) Position on Children's Rights in the Public Library (adopted at the OLA Annual General Meeting November 1998)**

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.